

Comprehensive Emergency Management Plan (CEMP)

Annex II

PREPAREDNESS



Milwaukee County Office of the Sheriff (MCSO)
Division of Emergency Management

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Comprehensive Emergency Management Plan CEMP

Annex

II. PREPAREDNESS

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A. GENERAL.

The Milwaukee County Comprehensive Emergency Management Plan (CEMP) contains departmental emergency responsibilities and tasks that translate to actions found within the ESF schedule, and within each department's emergency plans and standing operational procedures. County departments having emergency/disaster responsibilities will need to educate, train, and equip their personnel to insure that planned responsibilities become reality. Further, emergency preparedness education programs for the general public will reduce disaster demands. An informed general public will also be more self-reliant.

B. POLICIES.

1. Each department will budget for adequate training on such topics as necessary to ensure that they and their personnel are prepared to carry out their stated responsibilities and tasks.
2. Milwaukee County Emergency Management formalizes and maintains the majority of applicable emergency plans and standard operating procedures. Additionally, DEM maintains various supportive documents applicable to diverse county agencies and departments for their utilization.
3. Milwaukee County Emergency Management conducts training as requested, for all relevant agencies and personnel which includes, but is not limited to EOC operations, divisional/departmental and personnel preparedness.
4. Review of departmental plans and procedures are to be conducted annually. Agencies that have emergency support functions will provide the MCSO Division of Emergency Management with their operation procedures and applicable revisions.
5. Each division/department Head is responsible for the preservation of vital records and documents deemed essential for continuing government functions and conducting post-disaster operations.

C. GENERAL PREPAREDNESS ACTIVITIES.

1. The MCSO Division of Emergency Management undertakes a constant year-round approach in preparing a response, recovery, and mitigation effort.

2. On-going community emergency preparedness activities coordinated by the MCSO Division of Emergency Management include:
 - a. Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain response, recovery plans.
 - b. Response resource development (developing enhanced capability).
 - c. Equipment, supply acquisition for emergency response to include terrorism.
 - d. Disaster drills and exercises.
 - e. Warning system tests.
 - f. Emergency communications system tests.
 - g. Emergency public information system tests.
 - h. Emergency power tests.
 - i. Public information and education.
 - j. Emergency Operations Center readiness.
 - k. Development and maintenance of plans and procedures.
 - l. Emergency preparedness training courses, seminars and workshops.
3. The MCSO Division of Emergency Management provides numerous public outreach projects that include, but are not limited to, presentations to community groups, mail-outs, workshops, informational booths, and seminars to encourage the citizens to prepare for a disaster.

D. SPECIFIC HAZARD PREPAREDNESS ACTIVITIES.

1. The MCSO Division of Emergency Management engages in numerous training sessions dealing with, but not limited to; Hazard mitigation, damage assessment, debris management, sheltering and functional needs, Incident Command System, National Incident Management System, and interoperable communications.
2. Terrorism/WMD Preparedness Programs.
 - a. The County is participating in state and federal terrorism programs as they become available, to include:

EXAMPLES

- (1) One full scale exercise and one functional exercise during the four-year period. In addition, at least two tabletop exercises are required each year of the four-year cycle.
 - (2) To comply with EPCRA requirements, Milwaukee County is required at a minimum to conduct two tabletop and one full-scale or functional exercise per four-year cycle.
3. MCSO Division of Emergency Management actively promotes specific hazard preparedness programs to include: tornado, hazardous materials, winter storms, heat emergency, and CERT Olympics.

E. TRAINING.

1. It is the responsibility of the MCSO Division of Emergency Management to work with all department heads,

elected officials, and municipalities to insure that all emergency response agencies and members of the emergency management organization receive sufficient training in the County's Comprehensive Emergency Management Plan (CEMP), and other specific disaster contingency plans to insure their proper response when required.

2. National Incident Management System (NIMS).

- Milwaukee County's response to emergencies follows the concepts of NIMS and appropriate training is encouraged and provided as shown in the following chart "NIMS Training Guidelines".

NIMS TRAINING GUIDELINES	
Audience	Required Training
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Entry level first responders & disaster workers</i></p> <ul style="list-style-type: none"> Emergency Medical Service personnel Firefighters Hospital staff Law Enforcement personnel Public Health personnel Public Works/Utility personnel Skilled Support Personnel Other emergency management response, support, volunteer personnel at all levels 	<ul style="list-style-type: none"> FEMA IS-700: NIMS, An Introduction ICS-100: Introduction to ICS or equivalent
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS training.</i></p>	<ul style="list-style-type: none"> FEMA IS-700: NIMS, An Introduction ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Middle management</i> including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system / emergency operations center staff.</p>	<ul style="list-style-type: none"> FEMA IS-700: NIMS, An Introduction FEMA IS-800: National Response Framework, An Introduction ICS-100: Introduction to ICS or equivalent ICS-200: Basic ICS or equivalent ICS-300: Intermediate ICS or equivalent
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Command and general staff, select department heads with multi-agency coordination system</i></p>	<ul style="list-style-type: none"> FEMA IS-700: NIMS, An Introduction FEMA IS-800: National Response Framework, An Introduction ICS-100: Introduction to ICS or equivalent

responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.	<ul style="list-style-type: none"> • ICS-200: Basic ICS or equivalent • ICS-300: Intermediate ICS or equivalent (FY07 Requirement) • ICS-400: Advanced ICS or equivalent • Position specific courses
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3. State and federal agencies offer a variety of training and education programs available to local government. Training opportunities are provided and coordinated by the WEM and the Federal Emergency Management Agency (FEMA), and include:
 - a. Emergency management training and education programs for first responders, emergency workers, emergency managers, public/private officials, and others.
 - b. Preparedness information/programs for the general public.
4. MCSO Division of Emergency Management will:
 - a. Encourage departments to provide personnel training in specific emergency management skills and related professional development.
 - b. Ensure training for Emergency Operations Center (EOC) staff.
 - c. Encourage public education efforts for schools, community groups, businesses, County and municipal employees, and the general public.
 - d. Prepare and coordinate drills and exercises.
 - e. Promote and conduct Community Emergency Response Training (CERT) Training.
5. County departments are expected to:
 - a. Ensure that their employees are trained in the concepts of the County's Comprehensive Emergency Management Plan (CEMP), and in their particular department/agency emergency plans and standing operational procedures.
 - b. Encourage their employees to develop personal preparedness plans and supplies.
 - c. Encourage department public education programs to include emergency preparedness and emergency management information.
 - d. Participate in pre-evacuation activities, packing, etc.
6. Other on-going training programs include:
 - a. The Southeast Wisconsin Homeland Security Partnership promotes business and industry emergency preparedness and planning.
 - b. The American Red Cross provides public information on first aid, Cardio Pulmonary Resuscitation (CPR), emergency prevention, and disaster preparedness.
 - c. Wisconsin Emergency Management provides disaster preparedness and emergency management training.

F. EXERCISES.

1. Milwaukee County will adhere to the Homeland Security Exercise and Evaluation Program (HSEEP) to plan, conduct and evaluate disaster exercises. HSEEP is both doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.
2. The MCSO Division of Emergency Management will coordinate involvement of the County and municipal staff in situational drills, table top or functional exercise to test the Comprehensive Emergency Management Plan (CEMP), and the County's capability to respond to emergencies. City/County departments and agencies that participate in these programs vary by type of exercise.
3. The MCSO Division of Emergency Management is also responsible to insure that all state and federally mandated exercises are carried out on schedule including the following:
 - a. One full scale exercise and one functional exercise during the four-year period. In addition, at least two tabletop exercises are required each year of the four-year cycle.
 - b. To comply with EPCRA requirements, Milwaukee County is required at a minimum to conduct two tabletop and one full-scale or functional exercise per four-year cycle.
4. Milwaukee County conducts annual hazard specific drills and exercises for evacuations and severe weather. These exercises are usually scheduled in conjunction with the Wisconsin Emergency Management, and other various county, state, and federal agencies.
5. Other exercises will be attempted and coordinated by the MCSO Division of Emergency Management as time, resources and conditions permit.

G. PUBLIC AWARENESS AND EDUCATION.

1. The MCSO Division of Emergency Management works closely with other local agencies to promote public awareness and education.
2. Public education programs and materials will be made available upon request, as time and resources permit, to all segments of the community. Program goals are to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. Efforts are focused on schools, community groups, businesses, and Milwaukee County and municipal employees.
3. Public awareness programs conducted throughout the year include:
 - a. Winter Awareness.
 - b. Heat Awareness.
 - c. Tornado Awareness.
 - d. Hazardous Materials Awareness.
 - e. Family Preparedness.

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